

CONFIDENTIAL

24 Jan 72

MEMORANDUM FOR: Information Processing Coordinator, DD/S

SUBJECT: Semiannual Report on ADP Accomplishments
(ONS Circular A-79)

REFERENCE: Memo to DTR from DD/S IPC dtd 3 Jan 72.
subj. same

1. In July 1971, the Agency Training Record, Format "A", was converted to Computer Output Microfilm (COM). It lists each employee of the Agency, alphabetically, and shows the internal and external training taken by Agency personnel during the past seven years. In December 1971, ISS negotiated with OCS and the SIPS Task Force to combine the purge listing, Format "B", with Format "A" resulting in one piece of microfilm. This will enable us to have a single, complete record of each individual's training beginning with his EOD date. The combined report will include the training of former Agency employees. We also reached agreement to have other forms of the Agency Training Record, previously recorded on hard copy, converted to COM. Training records will be available in several categories on COM: alpha by course; external training, alpha by employee; external training, by facility by employee.

2. The elimination of unwieldy records, savings in storage space, and the ease of having all training recorded in one place will make for a more accurate and efficient operation.



FORREST T. CUNNINGHAM
Director of Training

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DD/S 72-0011

3 JAN 1972

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Support Services Staff
Director, SIPS

SUBJECT : Semiannual Report on ADP Accomplishments
(OMB Circular A-79)

1. Attached are instructions for preparing office submissions to the Semiannual Report on ADP Accomplishments, required by OMB Circular A-79. Inputs for Section I should describe new and revised ADP applications-- information normally furnished by ADP customer/user offices. Inputs for Section II should describe computer operations management accomplishments-- information normally furnished by ADP service organizations such as OCS, ISD, CRS and AID (NPIC). Section III, regarding plans for the future, is not required in this mid-fiscal year report. The report period is the first half of fiscal year 1972 (July through December 1971).

2. The Agency's report to the International Programs Division, OMB will be classified at the security level indicated by your submissions. Please furnish your response to me by 24 January 1972.



25X1

DD/S

Information Processing Coordinator

Attachment

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**SEMIANNUAL REPORT OF ACCOMPLISHMENTS
IN THE USE AND MANAGEMENT OF ADP**

Reporting Organization _____ **Period Covered** 1st half FY 72

**SECTION I. ACCOMPLISHMENTS FROM THE USE (i.e., APPLICATION)
OF COMPUTERS**

The information in SECTION I normally should be furnished by ADP customer/user offices such as OER, OSI, OP, OF, FMSAC, etc.

Describe and explain the benefits of each NEW OR REVISED computer-based system implemented during this report period.

A. System Description

Briefly identify and explain the intelligence (or other) functions and objectives which the computerized system supports. Include identification of the Agency Program supported (i.e., category, subcategory, element, etc.), identify and explain any contractor involvement, and indicate any community interest or use of the system.

B. Personnel Savings and Other Benefits

(1) Furnish your estimate and briefly explain the number of additional people (or man years) that would be required for the Agency to accomplish the objectives of this computer-based system if we were to perform the necessary functions manually (i.e., without a computer).

(2) Briefly explain other benefits of this computerized system such as increases in efficiency, timeliness, accuracy, etc.

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SECTION II. ADP MANAGEMENT ACCOMPLISHMENTS

The information in SECTION II normally should be furnished by ADP service organizations such as OCS, RID, CRS, and NPIC (PSC/AID).

Describe and explain the benefits of significant ADP operations management accomplishments such as those indicated below. Please furnish your estimate of the ADP equipment, manpower or dollar savings which should result:

- (1) Standardization or integration of computer systems.
- (2) Improvements in ADP methods or technology.
- (3) Negotiation of ADP contracts under more favorable terms than provided in the Federal Supply Schedule.
- (4) Progress in handling ADP security problems.
- (5) Progress on research and development of advanced ADP systems.

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